

MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION

PLANT INDUSTRY SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a plant industry program or specialty area; or as an administrative assistant to an administrator. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There is one classification in this job.

Position Code Title – Plant Industry Specialist-2

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The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

First-level specialists are classified at the advanced level of the Plant Industry Field Scientist job.

JOB CONCEPTS

Specialist jobs are evaluated by the Appointing Authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, program or specialty scope, and impact to determine classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, department-wide, agency-wide or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, department-wide, agency-wide or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

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Administrative Assistant jobs have the predominate and essential function to advise and assist an administrator in all areas for which the official is responsible. The positions report directly to the official in a staff capacity, and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings and otherwise assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Implements special projects as assigned by the official.

Assists in program planning, policy, and procedure development.

Participates in budget development.

Represents the official at meetings.

Specialist

Develops and implements plant industry program goals and plans.

Formulates procedures and guidelines for assigned plant industry program.

Regulates the sale and use of pesticides, feeds, and fertilizers.

Coordinates enforcement goals and objectives.

Coordinates training and education programs in plant pest management and pesticide use.

Reviews product labels of feeds, fertilizers, pesticides and other agricultural products for compliance with state laws.

Issues, denies or cancels licenses of pesticide applicators or feed and fertilizer producers and distributors.

Collects, compiles, organizes and disseminates survey information about plants and plant pests.

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Serves as a resource specialist to regional inspectors, plant industry officials, pesticide applicators, agriculture commodity groups, etc.

Coordinates or implements special activities with the U. S. Department of Agriculture and the Environmental Protection Agency.

Represents the department in enforcement proceedings and settlement discussions.

Serves as an expert witness on enforcement programs or other areas of expertise.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the principles and practices of plant biology, botany, horticulture, forestry entomology or crop science.

Knowledge of plant identification and the general principles of plant disease and control.

Knowledge of the host plants of diseases and the susceptibility range.

Knowledge of the life cycles and methods of control for the more important insect enemies of trees and plants.

Knowledge of the pesticide laws, the principles of pesticide application and the precautions to be exercised in pesticide use.

Knowledge of the potential for adverse environmental impacts from the use of pesticides, including groundwater, food safety and human health.

Knowledge of the fundamental principles of nursery operations, including the propagation, storage and transportation of plants.

Knowledge of the principles and practices of governmental regulation as it relates to the plant industry.

Knowledge of investigation protocols and techniques relative to pesticide use and plant industry investigations.

Ability to apply knowledge of plant industry program techniques to specific activities and situations.

Ability to identify plant pests and diseases.

Ability to apply knowledge of the activities and techniques of the plant industry.

Ability to collect, identify, and analyze, data.

Ability to prepare charts, maps, and other graphs to present data.

Ability to interpret tests, and surveys, and analyze results, and to follow through with appropriate course of action.

Ability to serve as a technical advisor to others on work related topics.

Ability to conduct liaison activities with others on matters related to plant industry.

Ability to provide expert testimony at hearings.

Ability to maintain records, prepare reports and conduct correspondence related to the work.

Ability to effectively communicate with others both verbally and in writing.

Ability to maintain favorable public relations.

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Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree in horticulture, botany, forestry, plant pathology, entomology or a related field.

Experience

Four years of professional experience in the plant industry including two years of experience equivalent to a Plant Industry Field Scientist P11.

OR

One year of experience equivalent to a Plant Industry Field Scientist 12.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PLAINDSPL

Job Code Description

Plant Industry Specialist

Position Title

Plant Industry Specialist-2

Position Code

PLINSPL2

Pay Schedule

H21-014